

Elisha D. Smith Public Library

Position Description – Children's Department

Position Title: Assistant Children's Librarian / Librarian II

Status: Non-Exempt

Date of Description: 2009

Summary Description:

Assistant managing librarian in Children's Department. Works to promote reading to the children of Menasha (and to the community in general), and to help develop reading skills. Provides leadership including contribution of ideas to improve service, collections and efficiency, and works to implement those ideas. Includes general public service to children and adults, and a variety of other departmental responsibilities. Includes sole supervision of and service to department at times.

Work Relationships:

Reports to and is supervised and evaluated by the Children's Services Department Head.
Reports to the Director in absence of Children's Librarian.
Provides supervision and leadership as appropriate to Program Librarian, library assistants, shelvers, and volunteers working in Children's Department in absence of Department Head.
Participates in department planning sessions.
Trains and models good library procedures and philosophy.
Supervises Children's Department in absence of department head in order to maintain good order, safety and security for librarians and patrons, e.g., contact director, maintenance, repair services, WALs, or emergency services.
Cooperates as a team member within the department and library-wide in performing any duties essential to achievement of efficient library operations as well as participating in library-wide projects.

Essential Functions & Responsibilities:

Patron Assistance & Instruction:

Provides reference and information assistance to children and adults in person or by all appropriate communications methods and using all appropriate resources within or accessible to the library, including instruction in the use of library technology.
Assists children, parents, teachers and care givers in finding recommended literature and AV material through reader's advisory assistance, book displaying, bibliography development, book talking (one-on-one or group), and teacher pack gathering.
Explains and promotes library collections, services and programs to patrons.
Teaches children and other patrons to use library effectively.
Helps Department Head train staff in patron assistance and general library service.
Provides service proactively, i.e., observe and anticipate patron needs, volunteering assistance.
Treats all patrons with appropriate respect, courtesy and cordiality.
Works first to respond to direct and immediate patron needs before library or personal needs.
Responds to any type of reasonable patron service request not contrary to policies, laws or common sense, so long as it does not impinge on service to others.
Examines new acquisitions to become familiar with content, author/artist and shelf location.
In cooperation with other librarian staff, develops and maintains bibliographies and booklists for the department

Collections:

Assists in collection development of print for all ages (PK-Gr.5), including evaluation, selection, and weeding.
Assists in collection development of audiovisual materials for all ages (PK-Gr.5), including evaluation, selection, and weeding.
Assists in overall evaluation and planning of Children's Dept. collections.

Programming, Teaching, and Outreach:

- Assists with Children's Dept. programs including planning, scheduling, booking, and operation in cooperation with librarian co-workers.
- Conducts class tours for school or other groups.
- Provides creative and innovative programs in response to changing community needs.
- Prepares and conducts story times, afterschool workshops, evening events, and other programs independently as well as in partnership with other children's librarians.
- Instructs patrons how to use terminals, computers or other equipment.
- Works with librarian co-workers on handouts, posters, newsletters, press releases, and mailings.
- Visits schools, daycares, and other sites to promote reading and library use through storytelling and other program activities.

Community Relations:

- Greets library patrons in a cordial manner.
- Personally promotes reading to children and parents at every opportunity.
- Is enthusiastic about libraries, reading and Menasha Public Library - at work or in the community.
- Does not disparage other libraries or other city departments.
- Works with staff in schools, daycares, and community groups and agencies to promote reading and library use.
- Participates in community activities and with community organizations as a representative of the library as assigned by department head.

Circulation Functions:

- Provides back-up on occasion for circ desk including (as needed) following functions:
 - Checking out and renewing materials.
 - Emptying book drops if needed. Doing send list.

Additional Responsibilities:

- Grant writing and project planning to enhance collections and services.

Continuing Education:

- Attends Winnefox or other library system workshops as assigned.
- Attends library conferences or other library meetings as appropriate and assigned.
- Stays current with library and department policies and procedures through staff meetings, and discussions with supervisor.
- Participates in training and practice for all appropriate software systems, including WALS system, Windows and Office systems, City Administrative systems, our own home page, and other software as appropriate.
- Reads professional journals related to work.
- Networks with other library departments, other public libraries, school librarians and teachers, and day care providers.
- Learns operation of all appropriate library equipment including telephone system, fax, copiers, printers, etc.
- Pursues education in areas of personal interest, and when appropriate, applies personal knowledge and experience in library service situations.

Department Maintenance:

- Shelf reading and straightening on an on-going basis.
- Keeping personal work space orderly.
- Pick up trash or neaten library as appropriate.
- Report building problems to maintenance personnel or emergency repair personnel.
- Undertake appropriate janitorial measures in urgent situations or when maintenance personnel cannot respond in reasonable time.
- Help keep designated display collections, shelf tops and shelf ends filled.

Knowledge & Skills Required:

- Ability to use effectively the technology and equipment listed under "Equipment Used."
- Ability to communicate effectively and positively with the public and staff members, both verbally and in writing.

A strong command of the English language (other languages appreciated).
Ability to communicate effectively with children.
Ability to tell and read stories to children.
Ability to make public presentations to children and adults.
Ability and willingness to enforce library rules and policies.
Ability to exercise judgment and initiative in dealing effectively and tactfully with the public and other staff members.
Ability to work on several tasks or help several library users simultaneously.
Good working knowledge of library and department procedures.
A thorough understanding of and commitment to the principles and philosophy of library service to children.

Certificates, Licenses, Diplomas Required:

A Bachelor's degree in library science or other field accepted by the Library Board as equivalent or appropriate for employment at the Librarian II level.

Physical Demands:

Sitting, standing, walking, climbing, and stooping.
Bending, twisting, reaching.
Talking and hearing, use of telephone.
Far vision of 20 feet or more, near vision of 20 inches or less.
Lifting, carrying up to 30 pounds.
Handling, picking up, and shelving books and other library materials.
Typing, writing, filing, sorting and other fingering activities.
Pushing book trucks and other wheeled carts up to 200 pounds.
Ability to travel to other locations for training, meetings or other library business as appropriate.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equipment Used:

Computers, printers, computer terminals, receipt printers, fax machines, microfilm/fiche readers, telephone system, copy machines, building security system, and other equipment used at the library.

Schedule Demands:

Hours as assigned - schedules will change periodically.
Schedules may be changed or hours traded with other department employees with the approval of the Department Supervisor or Library Director.
Schedule may include one or more evening desk assignment.
Schedule may include some Saturdays, which will be included in the scheduled total hours on which the salary is based (except during Summer, when they are treated as Sundays).
Schedule will normally include some Sundays, which will be compensated as extra pay.
Works cooperatively with supervisor and other employees to revise schedules, trade shifts, or change work assignment within shift to provide for smooth operation of library services and support the needs of other employees.

Environmental / Working Conditions:

Inside work environment.
Working with all members of the general public, complete with a wide variety of behaviors, attire, personalities, abilities, interests and beliefs.
Working alone in Department at some times.

Wages & Benefits:

As determined by the Library Board, in accordance with library policies. Includes salary at Librarian II level. Sunday or Summer Saturday hours are extra and compensated at the premium pay level. Social Security, Workers

Compensation and Wisconsin Retirement System. Vacation and sick leave are awarded on a prorata basis. Health, dental, vision, and life insurance are available on a voluntary prorata basis.

Function of Position Description:

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The Library retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description. This job description is not a contract for employment.

The Library is an equal opportunity employer, and is in compliance with the Americans With Disabilities Act. The Library will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Supervisor

Date

Employee

Date